

Winterport Recreation Board Meeting 7/19/2007

MEETING AGENDA AND MINUTES

Meeting Date:	July 19, 2007	Time:	6:00 pm ET
Facilitator:	Mike Knupp	Recorder:	Mike Knupp
Location:	Victoria Grant Civic Center		

Attendee List: (X indicates that the member was present)

Att	Name	Title	Att	Name	Title
	Mandy Olver	Board Member	X	Chris Beaulieu	Board Member
	Helga Meo	Board Member	X	Ken Miller	Board Member
X	Mike Knupp	Board Member		Dave Lester	Rec Coordinator
X	Norm Poirier	Board Member		Phil Pitula	Town Manager
	Heather Roberts	Board Member	X	Maxine Braley	Winterport Seniors

DOCUMENTS TO HAVE ON HAND:

Description	Comments
Budget Worksheets	
Policies and Procedures	
Abbot Park Map	

AGENDA:

Nbr.	Topic	Estimated Start Time	Responsible
1.	Review of Agenda and Action Items	6:00	Mike
2.	Status of Summer Program	6:05	Dave (via email)
3.	Recreation Coordinator Report	6:10	Dave (via email)
4.	Quick review of last year and goal setting for upcoming year	6:15	Mike
5.	Set date for Youth Soccer Registration	6:20	All
6.	Policies and Procedures Review	6:25	All
7.	Abbot Park Development Plan	6:45	All
8.	Meeting Wrap Up and Confirm Next Meeting	7:30	Mike

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MINUTES:

Review of Agenda and Action Items

Mike quickly called the meeting to order at 6:05pm. Took attendance and reviewed the agenda.

Status Of Summer Program

The initial numbers were a little lower than hoped, but attendance was picking up. Will evaluate program after it completes.

Recreation Coordinator Report

Item skipped as Dave was unable to make the meeting.

Quick Review of Last Year and Goal Setting For Upcoming Year

Mike reviewed the following items...

Successes...

- Hired Recreation Coordinator
- Filled open board position
- Elected board officers
- Jump started Web site and continued to make updates
- Started submitting monthly reports to Town Council
- Stabilized meeting minutes process
- Ran successful fall youth soccer program that had record participation. Revenue was above projection and expenses were below projections.
- Ran successful winter youth basketball programs
- Offered new cheerleading program that was a big success
- Held inaugural sledding and skating party
- Able to get ice rink operational for a short period of time
- Ran successful spring youth baseball program that had record participation. Revenue was above projection and expenses were below projections.
- Held inaugural Winterport Summer Fun Day / Recreation Volunteer Recognition Day
- Submitted and gained approval for 2007-2008 budget
- Started drafting formal policies and procedures document

Proposed Goals for 2007-2008...

- Continue monthly reporting to Town Council
- Continue website utilization
- Complete policies and procedures
- Complete and implement Abbot Park Development Plan
- Improve board meeting attendance
- Improve overall planning
- Investigate a Recreation Department Newsletter for the Public
- Continue running "annual programs" (youth soccer/basketball/cheering/baseball)
- Make ice rink available for a longer period of time in the winter
- Host Sledding/Skating Party again
- Host Winterport Fun Day again
- Improve/expand summer activities

Set Date for Youth Soccer Registration

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After discussion of various dates, we decided on the following recommendation...

1. Hand out registration forms the 1st day of school (August 29th)
2. Hold formal registration on Saturday, September 1st
3. Run program through until Saturday, October 20th

Need to discuss with Dave Lester the final details of the program. Specifically we need to determine what towns are going to participate in the league this year.

We also need to order 2 new 4x6 goals for the K/PreK & 1st/2nd grade groups.

Final planning for youth soccer will occur at our next meeting.

Policies and Procedures Review

Quick update that had a few more submissions, but still waiting on more documentation to complete. Need to wrap up this effort.

Abbott Park Development Plan

Mike, Ken, Norm, and Chris walked the park and discussed many improvements. Some of the items are short term things and others are long term items. Below is a simple list of items discussed. Mike will collate the information and start a formal development plan.

- Sign at entrance listing park rules, hours, information, etc.
- Paint the entrance gate
- Parking lot needs to be swept and lines repainted
- Reset a "No Parking" sign that is laying on the ground
- Basketball court fencing is overgrown and needs to be cut back. Also remove the fencing on the tennis court side and install a couple park benches
- Crack in basketball court needs to be filled in
- Install a few park benches around the ice rink
- Ice rink needs to be swept out and potentially resealed
- Refurbish or remove horseshoe pits and put in a few picnic tables
- Tennis Court
- Overall walking trail system around the park connecting all the facilities
- Additional trash cans around the park
- Softball field needs redone and dugout benches removed in place of portable ones. Some fencing needs to be replaced
- Baseball field needs a new mound and potentially infield grass. Dugouts and bleacher positioning needs to be remedied
- Need 2-3 more small aluminum bleachers
- Playground has exposed concrete posts on equipment that needs to be removed or covered. Also need to explore ground cover (woodchips, etc.)
- Soccer fields have ruts in them
- Storage shed needs to be cleaned up.
- Concrete slab needed for port-a-potty
- Build better long term storage building
- Path from parking lot up steep slope to fields needs to be redone and formalized
- Gate to upper fields needs to be replaced
- Road from parking lot up to upper fields is washing out. Need to examine drainage and long term solution

Meeting Wrap Up and Confirm Next Meeting

Meeting was adjourned and set next meeting for August 16th at 6:00pm at VGCC.

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FUTURE MEETING AGENDA ITEMS:

Nbr.	Topic		Future Meeting That Item Will Be Discussed In	
1.	Sports Done Right		TBD	
2.	Abbot Park and Victoria Grant Civic Center Development Plan		ONGOING	

FUTURE MEETING SCHEDULE:

Date	Time / Location	Facilitator/Recorder
August 16 th , 2007	6:00pm @ Victoria Grant Civic Center	Mike / Heather

ACTION ITEMS

Open Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date

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Closed Action Items

AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
1	1/24/06	Heather needs to submit a letter to the Town Office on her interest to join the Recreation Board	2/7 – This has been completed.	CLOSED	Heather	2/7
2	2/7/06	Resolve basketball budget items that have an overdrawn balance. Mandy to work with Phil on this.	11/15 – Closing item out. This was taken care of last spring.	CLOSED	Mandy	2/18
3	2/7/06	Ken to finalize the Indoor Soccer registration form, get it approved by the Superintendent's Office, and distribute to the Smith and Wagner schools.	3/22 – Completed and program is up and running.	CLOSED	Ken	2/13
4	2/7/06	Meet with TM to review proposed budget	3/22 – This was completed and budget committee mtg was held on 3/21.	CLOSED	Mandy	2/10
5	2/7/06	Post a Public Notice for the March Meeting	11/15 – Closing out. Gone by.	CLOSED	TBD	3/1
6	2/7/06	Meet with TM to discuss hiring a rec coordinator for the remainder of the 2005-2006 fiscal	3/22 – Letter submitted. Need to develop or understand the process to advertise/interview/hire. 11/15 – Closing out as rec coordinator has been hired.	CLOSED	Ken	6/1
7	2/7/06	Get permission to use Wagner facility for March board mtg	Completed	CLOSED	Helga	3/17
8	11/16	Talk to mother of hearing impaired basketball participant to discuss level or interpreter support	12/14 – Services are being provided. Dave working with the Town to determine how to fund services if the \$1400 in Rec funding runs out.	CLOSED	Helga Meo	12/14
9	11/16	Discuss with Phil about the \$200 expense for cheerleading t-shirts and pom-poms	12/14 – Pom/Poms and TShirts have been provided.	CLOSED	Dave Lester	12/14
10	11/16	Create basketball contact sheet	12/14 – A contact sheet has been provided for the Town Rec League, but we really wanted an internal contact sheet. This is still outstanding. 12/26 – Dave emailed out contact list	CLOSED	Dave Lester	12/26/06
11	11/16	Discuss with Carla Leathem Smith School usage on weekdays that have an observed holiday	12/14 – The gym is being used, but this issue is not completely closed. It will become more of an issue if an after-school program is created. Will hold over AI for next meeting. 3/13 – Closing for now and will bring up later should the need arise.	CLOSED	Norm Poirier and Helga Meo	3/01

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AI#	Create Date	Action Item	Resolution	Status	Assigned	Target Date
12	11/16	Take down soccer nets and store the standards	12/14 – Mike Knupp took care of this.	CLOSED	Mike Knupp	12/14
13	12/14	Verify Cheering registration fees are all in.	12/26 – Dave confirmed all registrations forms and fees are in.	CLOSED	Mike→Dave	12/26/06